

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B97-105

Date: February 26, 1998
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: DRAFT DIRECTIVE COMMENTS ON WEB SITE

We are pleased to announce a new item on the Job Training Partnership Division (JTPD) web page (<http://www.edd.cahwnet.gov/emptran.htm>). Job Training Partnership Act (JTPA) and Welfare-to-Work (WtW) Draft Directives will be available on the web site for review and comment. All JTPA Draft Directives can be accessed through the Employment and Training Community page and WtW Draft Directives can be accessed through the WtW Community page.

An on-line comment form has been developed for Service Delivery Areas, Private Industry Councils, and other interested parties to submit comments on Draft Directives via the Internet. On-line comments are in addition to the current Draft Directive comment process of faxing and mailing comments. The JTPD hopes this new process will make it easier for you to comment on Draft Directives.

The Title II Job Training Plan and Title III Substate Plan Instructions will be the first Draft Directive available for on-line comment. Comments submitted through this process will be considered public information and will be published on the web page as they are received. Previously submitted comments can also be viewed from the web page.

A Draft Directive Frequently Asked Questions (FAQ) is attached to familiarize you with the new process. The FAQ is also available on the web site.

If you have any questions or need assistance with this new web page item, please contact Lynora Sisk or Cindi Tindall at the following phone numbers or e-mail addresses:

CONTACT	PHONE	E-MAIL
Lynora Sisk	(916) 654-7854	lsisk@edd.ca.gov
Cindi Tindall	(916) 654-9767	ctindall@edd.ca.gov

/S/ BILL BURKE
Acting Assistant Deputy Director

Attachment

DRAFT DIRECTIVE FREQUENTLY ASKED QUESTIONS (FAQ)

(Note: The following is a replica of the FAQ available on the web site. Underlined items indicate links to sections of this page or other web pages.)

Purpose of this page

The Job Training Partnership Division is responsible for disseminating Job Training Partnership Act (JTPA) policy guidance to California's Service Delivery Areas (SDA) and Private Industry Councils (PIC). The process of developing policy includes an opportunity for SDAs, PICs, and other interested parties to review and comment on Draft Directives. This page provides information on how to submit comments to the State for consideration in the final Directive and information on comments received by the State in this forum.

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Who may submit a comment?

The SDA Administrators, PICs or their designated staff may submit comments. In addition, comments may be submitted by any entity involved in the JTPA programs in California.

If you find that a comment has already been submitted, you may want to submit a similar or duplicate comment to provide additional justification or to convey information that may be unique to your local program. If you do not have anything to add to what has already been submitted, you are not required to submit a duplicate comment; however, if several entities have similar concerns, each entity may submit a comment that conveys their interest in the final State policy.

How can I submit a comment?

Comments on Draft Directives can be submitted through one of the following four ways:

1. Mail	Policy Unit Manager Job Training Partnership Division Employment Development Department P.O. Box 826880, MIC 69 Sacramento, CA 94280-0001
2. Fax	Policy Unit Manager Job Training Partnership Division (916) 654-9586

3. E-mail	JTPDLIB@edd.ca.gov "JTPA Draft Comments" must be in the subject line.
4. Internet	<u>On-line Comment Form</u>

What must be included in each comment?

The following information must be included with each comment in order to be considered:

1. The name and type of organization.
2. The name, phone number, and e-mail address (if available) of a contact person in your organization who is available to answer questions regarding your comment.

Click here to view a [sample comment](#) - select "Sample-1".

Are there any other helpful hints?

It is helpful to print and complete a draft of the comment form prior to entering comments on-line. It is especially important to explain in detail the issues that are of concern to your organization, and any suggested revisions, deletions, or substitutions.

Drop Down Boxes

- Select a Directive - this box includes a list of all Draft Directives that are currently available for review. If the Draft Directive number is not available, then the comment period has expired.
- Organizational type - this box includes a list of organizational types. Select the one that best describes your organization.

Data Entry Boxes

- Each box has a limited number of characters.
- Edit capability - both Netscape and Microsoft Internet Explorer allow for editing capability. Some web browsers do not allow you to go back to a previous section to make corrections or add more information.

What is the deadline for submitting comments?

Each Draft Directive has its own comment period and typically ranges from 10 to 30 days depending on the complexity of the subject matter. The comment due date is on the first page of each Draft Directive. All comments received by the end of the comment period will be considered before the final Directive is issued. However, we will not respond individually to comments. Comments received after the specified due date will not be considered. Comments submitted through this process will be considered public information and will be published on the web page as they are received.

Where can I get a copy of a blank comment form?

If you need a copy of a [blank comment form](#), click on this link. When your web browser has finished loading the page on your screen, select the print function on your browser to print a copy of the web page.

How do I view comments previously submitted?

The comments received in this forum are available for public review. You can review [the list of comments received](#) by the State on this web page. The Employment Development Department will publish comments on the web page as they are received.